

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Accounting Clerk II  
Code: 19171  
Salary Grade: 52  
FLSA Status: Non-Exempt  
Department/Division: Administration and Budgets  
Reports To: Accountant II

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## *Summary*

- Function: To perform accounting clerical work in a unit maintaining numerous departmental accounts.
- Scope: Responsible for the application of elementary bookkeeping principles to a variety of transactions in a segment of the central accounting system.

## *Duties*

- Typical:
  1. Responsible for conducting various accounting procedures including accounts payable, petty cash management, and processing fund transfers.
  2. Assists with purchasing advice.
  3. Performs other duties as assigned.
- Periodic:
  1. Assists in taking trial balance.

## *Education*

<b>Required</b>	<b>Preferred</b>
High School Graduation or GED.	Associates Degree in Business or associated field.

## *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

*Experience*

<b>Required</b>	<b>Preferred</b>
Two years of experience in accounting or bookkeeping.	Three or more years of experience in accounting or bookkeeping within a Texas public college or university.

*Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer, calculator, adding machine, typewriter, and bookkeeping machine.	N/A

*Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office environment.	N/A

*Supervision*

<b>Received</b>	<b>Given</b>
General review and specific instructions from supervisor.	Directs the work of other clerical employees in the area of activity.

*Accuracy*

Proficiency in all phases of the duties performed.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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